

Standard Mail (A) Regular—Nonautomation Letters

Related QSGs: 010, 750

630

Quick Service
Guide

Eligibility Overview (E631)	Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within letter-size processing category (C050.2). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates.	
Rates and Fees (R600)	3/5 Basic	\$0.209 0.256
	Annual \$85.00 presort mailing fee (E612.4.7). Rate is based on tray in which package is placed. Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.	
Addressing (A010)	Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes; effective October 1, 1996.	
Characteristics and Content (C050, C600)	Maximum weight: 3.3087 ounces. Upgradable option: see Quick Service Guide 631. Shape: rectangular. Dimensions: <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.	
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.	
Mail Preparation and Sortation (M610)	Marking on each piece: "Bulk Rate" or "Blk. Rt." Documentation: <ul style="list-style-type: none">■ Postage statement: Form 3602-P (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.■ Supporting documentation: required if correct rate not affixed to each piece and pieces not separated by rate when presented for acceptance, or each piece is not of identical weight; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used). Tray label (Line 2) must indicate contents are not upgradable: "NON-OCR." Trays on pallets (M040) are permitted and preferred. Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.	
Postage and Payment Methods (P600)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.	
Special Services (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).	

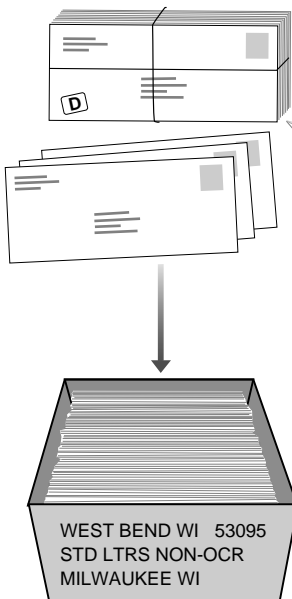
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

5-Digit (Required)¹

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Full trays only for pieces to same 5-digit ZIP Code; packaging not required; less-than-full trays not permitted.

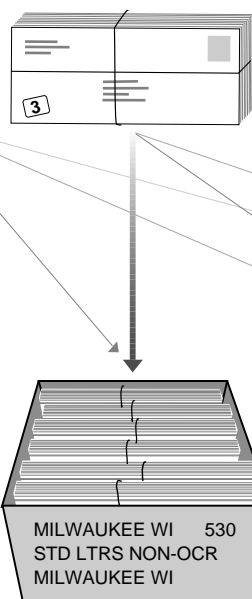
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5¹

3-Digit (Required)¹

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Any remaining packages for same 3-digit ZIP Code prefix placed in 3-digit trays; only one less-than-full or overflow tray permitted per destination. Origin 3-digit trays must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.

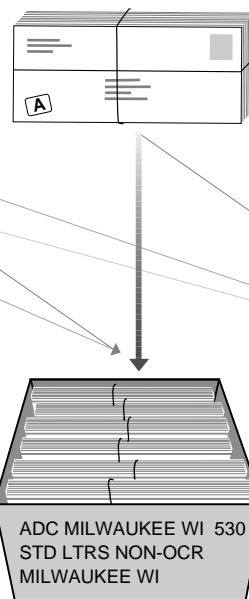
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Full trays only for packages to same ADC (see L004); no overflow trays permitted.

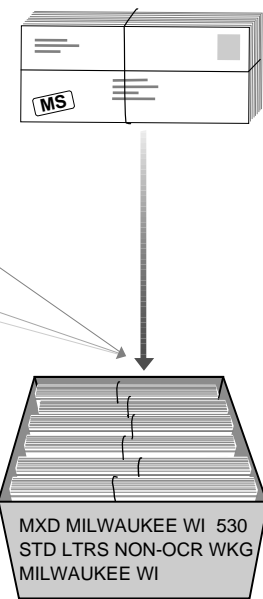
Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MS or OEL.



Trays: Any remaining packages placed in mixed ADC trays.

Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin ADC facility in L004.

Rate: Basic

¹ Only pieces in 5-digit and 3-digit trays meeting eligibility standards (150 pieces to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum. Rates based on tray in which package is placed.

Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays. Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Standard Mail (A) Regular—Nonautomation Letters—Upgradable

Related QSGs: 010, 750, 810, 811

631

Quick Service
Guide

Eligibility Overview (E631)	Mailings of 200 or more addressed pieces, sorted and marked as described below. All pieces must fit within letter-size category and must be automation-compatible (C810 and C830). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates.	
Rates and Fees (R600)	3/5 Basic	\$0.209 0.256
	Annual \$85.00 presort mailing fee (E612.4.7). Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.	
Addressing (A010, A800)	Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes; effective October 1, 1996.	
Characteristics and Content (C810, C830)	Maximum weight: 2.5 ounces. Automation compatibility: machine-printed nonscript addresses, OCR read area and barcode clear zone meeting reflectance standards, and paper that can accept ink (C830). Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2). Dimensions: <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>.■ Maximum: 6-1/8 inches high, 11-1/2 inches long, 0.25 inch thick.	
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.	
Mail Preparation and Sortation (M610)	Marking on each piece: "Bulk Rate" or "Blk. Rt." Documentation: <ul style="list-style-type: none">■ Postage statement: Form 3602-P (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.■ Supporting documentation: required if correct rate not affixed to each piece and pieces not separated by rate when presented for acceptance, or each piece is not of identical weight; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used). Tray labels (Line 2) must indicate contents are upgradable: "UPGR." Trays on pallets (M040) are permitted and preferred. Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.	
Postage and Payment Methods (P600)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.	
Special Services (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).	

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

5-Digit (Optional)¹

Trays: Full trays only for pieces to same 5-digit ZIP Code; packaging not permitted; less-than-full trays not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5¹

3-Digit (Required)¹

Trays: Any remaining pieces for same 3-digit ZIP Code prefix placed in 3-digit trays; packaging not permitted except in less-than-full trays; one less-than-full/overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

AADC (Required)

Trays: Full trays only (150 pieces or more) for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code; packaging not permitted; less-than-full trays not permitted.

Labels: For Line 1, use L801 for destination facility.

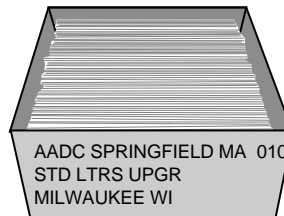
Rate: Basic

Mixed AADC (Required)

Trays: Any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full/overflow tray permitted.

Labels: For Line 1, use L803 (for BMC/ASF entry, use L802).

Rate: Basic



¹Only pieces in 5-digit and 3-digit trays meeting eligibility standards (150 pieces to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum.

Rates based on tray in which pieces are placed.

Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays. Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Standard Mail (A) Regular—Nonautomation Flats

Related QSGs: 010, 750

632

Quick Service
Guide

Eligibility Overview (E631)	Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within flat-size processing category (C050.3). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates.								
Rates and Fees (R600)	<p>For pieces weighing 0.2068 lb. (3.3087 oz.) or less:</p> <table><tr><td>3/5</td><td>\$0.225</td></tr><tr><td>Basic</td><td>0.306</td></tr></table> <p>For pieces weighing more than 0.2068 lb. (3.3087 oz.):</p> <p>Per piece rates:</p> <table><tr><td>3/5</td><td>\$0.085</td></tr><tr><td>Basic</td><td>0.166</td></tr></table> <p>PLUS</p> <p>Per pound rate: \$0.677</p> <p>Annual \$85.00 presort mailing fee (E612.4.7).</p> <p>Rate is based on sack level for sacked mail. For packages on pallets, rate is based on package level. Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.</p>	3/5	\$0.225	Basic	0.306	3/5	\$0.085	Basic	0.166
3/5	\$0.225								
Basic	0.306								
3/5	\$0.085								
Basic	0.166								
Addressing (A010)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.</p> <p>A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes; effective October 1, 1996.</p>								
Characteristics and Content (C050, C600)	<p>Maximum weight: less than 16 ounces.</p> <p>Shape: rectangular, unless greater than 0.25 inch thick.</p> <p>Dimensions:</p> <ul style="list-style-type: none">■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 0.25 inch thick.■ Maximum: 15 inches long, 12 inches high, and 0.75 inch thick.								
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.								
Mail Preparation and Sortation (M610)	<p>Marking on each piece: "Bulk Rate" or "Blk. Rt."</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3602-P (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.■ Supporting documentation: required if correct rate not affixed to each piece and pieces not separated by rate when presented for acceptance, or each piece is not of identical weight; documentation generated by PAVE-certified software (or printed in standardized format). <p>Prepared in white sacks (unless palletized). Palletization (M040) permitted and preferred.</p>								
Postage and Payment Methods (P600)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>								
Special Services (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).								

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



PHILADELPHIA PA 19118
STD FLTS
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted.

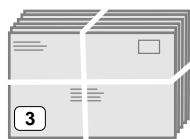
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



PHILADELPHIA PA 191
STD FLTS
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted (except a sack must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified).

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



ADC PHILADELPHIA PA 190
STD FLTS
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MS or OEL.



MXD KANSAS CITY KS 66340
STD FLTS WKG
TOPEKA KS

Sacks: Any remaining packages placed in mixed ADC sacks.

Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin ADC facility in L004.

Rate: Basic

¹Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum.

Standard Mail (A) Regular—Irregular Parcels

Related QSGs: 010, 050, 750

633

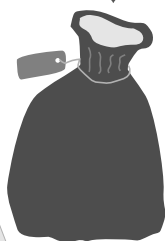
Quick Service
Guide

Eligibility Overview (E631)	Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within irregular parcel processing category (C050.5). (For machinable parcels, see C050.4 and QSG 700.) Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates.								
Rates and Fees (R600)	<p>For pieces weighing 0.2068 lb. (3.3087 oz.) or less:</p> <table><tr><td>3/5</td><td>\$0.225</td></tr><tr><td>Basic</td><td>0.306</td></tr></table> <p>For pieces weighing more than 0.2068 lb. (3.3087 oz.):</p> <p>Per piece rates:</p> <table><tr><td>3/5</td><td>\$0.085</td></tr><tr><td>Basic</td><td>0.166</td></tr></table> <p>PLUS</p> <p>Per pound rate: \$0.677</p> <p>Annual \$85.00 presort mailing fee (E612.4.7). Rate is based on sack level for sacked mail. Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.</p>	3/5	\$0.225	Basic	0.306	3/5	\$0.085	Basic	0.166
3/5	\$0.225								
Basic	0.306								
3/5	\$0.085								
Basic	0.166								
Addressing (A010)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes; effective October 1, 1996.</p>								
Characteristics and Content (C050, C600)	<p>Maximum weight: less than 16 ounces. Dimensions: see Quick Service Guide 050.</p>								
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.								
Mail Preparation and Sortation (M610)	<p>Marking on each piece: "Bulk Rate" or "Blk. Rt." Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3602-P (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.■ Supporting documentation: required if correct rate not affixed to each piece and pieces not separated by rate when presented for acceptance, or each piece is not of identical weight; documentation generated by PAVE-certified software (or printed in standardized format). <p>Sack labels (Line 2) must indicate: "STD 3C IRREG." Merchandise samples using detached address labels (A060.1.3).</p>								
Postage and Payment Methods (P600)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.</p>								
Special Services (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).								

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Sacking Sequence

5-Digit (Required)



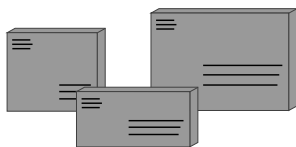
PHILADELPHIA PA 19118
STD 3C IRREG
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use city, state, and 5-digit destination of mail.

Rate: 3/5

3-Digit (Required)



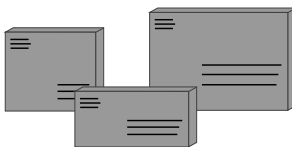
PHILADELPHIA PA 191
STD 3C IRREG
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted (except a sack must be prepared for any remaining mail for each 3-digit ZIP Code of SCF serving post office where mail is verified).

Labels: For Line 1, use L002, Column A.

Rate: 3/5 or Basic¹

ADC (Required)



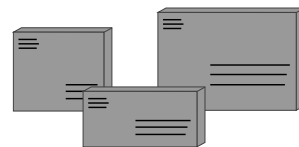
BMC PHILADELPHIA PA 19204
STD 3C IRREG
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use L603 for destination facility.

Rate: Basic

Mixed ADC (Required)



MXD BMC KANSAS CITY KS 66399
STD 3C IRREG WKG
TOPEKA KS

Sacks: All remaining mail. No minimum required.

Labels: For Line 1, use origin ADC facility in L604.

Rate: Basic

¹Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum. Packaging required (see M610) for parcels less than 1/2 inch thick (which do not fall within the dimensions for letter-size or flat-size pieces as described in C050).

Standard Mail (A) Regular—Automation Letters

Related QSGs: 010, 012, 750, 810, 811, 922, 923

640

Quick Service
Guide

Eligibility Overview (E641)	Mailings of 200 or more addressed pieces 100% delivery point barcoded (C840), sorted and marked as described below. All pieces must be automation-compatible (C810). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates.	
Rates and Fees (R600)	5-Digit (optional) 3-Digit Basic	\$0.155 0.175 0.183
	Annual \$85.00 presort mailing fee (E612.4.7). Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.	
Addressing (A800, A950)	Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 6 months before mailing.	
Characteristics and Content (C810, C840)	Maximum weight: 3.3087 ounces (pieces over 3 ounces must meet additional standards in C810.7.5). Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2). Dimensions: <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>.■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick. Effective January 1, 1997, all letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.	
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.	
Mail Preparation and Sortation (M810)	Marking on each piece: "Bulk Rate" (or "Blk. Rt.") and "AUTO." Documentation: <ul style="list-style-type: none">■ Postage statement: Form 3602-P (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.■ Address and barcode accuracy: Form 3553 (A950).■ Supporting documentation: required if correct rate not affixed to each piece and pieces not separated by rate when presented for acceptance, or each piece is not of identical weight; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used). Barcoded tray labels required; effective January 1, 1997. Tray label (Line 2) must indicate contents are barcoded: "BC." Trays on pallets (M040) are permitted and preferred. Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.	
Postage and Payment Methods (P600)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.	
Special Services (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).	

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

5-Digit (Optional)

Trays: At least 150 pieces to same 5-digit ZIP Code; smaller quantities not permitted in a tray; packaging not permitted; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 5-Digit

3-Digit/Scheme (Required)

Trays: At least 150 pieces to same 3-digit ZIP Code/scheme destination; smaller quantities not permitted in a tray; packaging not permitted; only one overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Rate: 3-Digit or Basic¹

AADC (Required)

Trays: At least 150 pieces to same AADC (see L801); smaller quantities not permitted in a tray; packaging not permitted; pieces within trays grouped by 3-digit/scheme; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1, use L801 for destination facility.

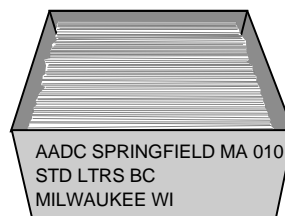
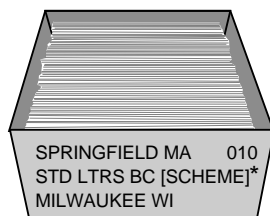
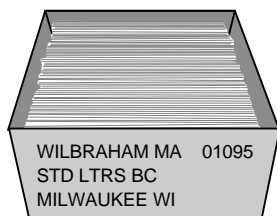
Rate: Basic

Mixed AADC (Required)

Trays: All remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use "MXD" followed by origin facility in L802 or L803 as appropriate.

Rate: Basic



¹Basic rate for any 3-digit/scheme tray for the origin SCF containing fewer than 150 pieces.

*Use "SCHEME" only on trays to destinations listed in L002, Column B, designated by footnote "S."

Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays. Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Standard Mail (A) Regular—Automation Flats

Related QSGs: 010, 012, 750, 820, 922, 923

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Quick Service
Guide

Eligibility Overview (E641)	Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) must be 100% ZIP+4 barcoded or delivery point barcoded (C840), and sorted and marked as described below. All pieces must fit within standards for flat-size barcoded mail (C820). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates.								
Rates and Fees (R600)	<p>For pieces weighing 0.2068 lb. (3.3087 oz.) or less:</p> <table><tr><td>3/5</td><td>\$0.189</td></tr><tr><td>Basic</td><td>0.277</td></tr></table> <p>For pieces weighing more than 0.2068 lb. (3.3087 oz.):</p> <p>Per piece rates:</p> <table><tr><td>3/5</td><td>\$0.049</td></tr><tr><td>Basic</td><td>0.137</td></tr></table> <p>PLUS</p> <p>Per pound rate: \$0.677</p> <p>Annual bulk mailing fee of \$85.00 (E612.4.7).</p> <p>Rate is based on type of package regardless of sack (pallet) in (on) which it is placed. Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.</p>	3/5	\$0.189	Basic	0.277	3/5	\$0.049	Basic	0.137
3/5	\$0.189								
Basic	0.277								
3/5	\$0.049								
Basic	0.137								
Addressing (A800, A950)	<p>Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using a CASS/MASS-certified process within 6 months before mailing.</p>								
Characteristics and Content (C820, C840)	<p>Maximum weight: under 16 ounces.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none">■ Not less than 6 or more than 12 inches high.■ Not less than 5 inches long <i>if 6 to 7-1/2 inches high</i>; or not less than 6 inches long <i>if more than 7-1/2 inches high</i>.■ Not more than 15 inches long.■ Not less than 0.009 or more than 3/4 inch thick. <p>Effective January 1, 1997, all letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.</p>								
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.								
Mail Preparation and Sortation (M820)	<p>Marking on each piece: "Bulk Rate" (or "Blk. Rt.") and "AUTO."</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3602-P (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.■ Address and barcode accuracy: Form 3553 (A950).■ Supporting documentation: required if correct rate not affixed to each piece and pieces not separated by rate when presented for acceptance, or each piece is not of identical weight; documentation generated by PAVE-certified software (or printed in standardized format). <p>Barcoded sack labels required; effective January 1, 1997.</p> <p>Sack label (Line 2) must indicate contents are barcoded: "BC."</p> <p>Sacks on pallets are permitted and preferred (M040).</p>								
Postage and Payment Methods (P600)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>								
Special Services (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).								

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).

Rate: 3/5

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.

Rate: 3/5

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MS or OEL.

Rate: Basic



CLEVELAND OH 44114
STD FLTS BC
PORTLAND OR

CLEVELAND OH 441
STD FLTS BC
PORTLAND OR

ADC CLEVELAND OH 440
STD FLTS BC
PORTLAND OR

MXD PORTLAND OR 970
STD FLTS BC WKG
PORTLAND OR

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted. (Exception: A sack must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted.

Barcoded Labels: For Line 1, use L004 for destination facility.

Sacks: Any remaining packages placed in mixed ADC sacks. No minimum required.

Barcoded Labels: For Line 1, use "MXD" followed by origin facility in L802 or L803 as appropriate.

Rate is based on type of package regardless of sack (pallet) in (on) which it is placed.

Standard Mail (A)

Enhanced Carrier Route—Nonautomation Letters

642

Quick Service
Guide

Related QSGs: 010, 012, 050, 750

Eligibility Overview (E632)	Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must fit within letter-size processing category. Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates.						
Rates and Fees (R600)	<table><tr><td>Basic Carrier Route</td><td>\$0.150</td></tr><tr><td>High Density*</td><td>0.142</td></tr><tr><td>Saturation**</td><td>0.133</td></tr></table> <p>*125-piece minimum per route. **Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (E632.1)). Annual \$85.00 presort mailing fee (E612.4.7). Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF), SCF, or delivery unit.</p>	Basic Carrier Route	\$0.150	High Density*	0.142	Saturation**	0.133
Basic Carrier Route	\$0.150						
High Density*	0.142						
Saturation**	0.133						
Addressing (A930, A950)	Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate. Carrier route information updated using CASS-certified process within 90 days before mailing.						
Characteristics and Content (C050)	Maximum weight: 3.3062 ounces. Dimensions: <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.						
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.						
Mail Preparation and Sortation (M620)	<p>Marking on each qualifying piece: Basic, High Density, and Saturation rate pieces must be marked "Bulk Rate" (or "Blk. Rt.") and "ECRLOT," "ECRWSH," or "ECRWSS," respectively, in the correct optional endorsement line under M013, or in correct carrier route information line under M014. Mailings consisting of packages claimed at more than one Enhanced Carrier Route rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not bear the "ECRLOT," "ECRWSH," or "ECRWSS" marking unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under P600.</p> <p>Documentation:</p> <ul style="list-style-type: none">■ Postage statement: Form 3602-P (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.■ Supporting documentation: required if correct rate not affixed to each piece and pieces not separated by rate when presented for acceptance or each piece is not of identical weight; documentation generated by PAVE-certified software (or printed in standardized format).■ Additional documentation to support density standards (M050). <p>Basic rate mail must be in line-of-travel (LOT) sequence (M050.3.4) or may be in walk sequence. High Density (WSH) and Saturation (WSS) rate mail must be in walk sequence (M050). Tray label (Line 2) must indicate "ECRLOT," "ECRWSH," "ECRWSS," or "CR-RTS," as applicable. Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.</p>						
Postage and Payment Methods (P600)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.						
Special Services (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).						

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

Package Preparation

Saturation

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages (unless placed in full carrier route trays); fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be presented in walk-sequence order (M050) and meet saturation standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M014).

Rate: Saturation



High Density

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages (unless placed in full carrier route trays). Mail must be presented in walk-sequence order (M050) and meet density standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M014).

Rate: High Density



Basic Carrier Route

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages (unless placed in full carrier route trays). Mail must be presented in line-of-travel or walk sequence (M050).

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M014).

Rate: Basic Carrier Route

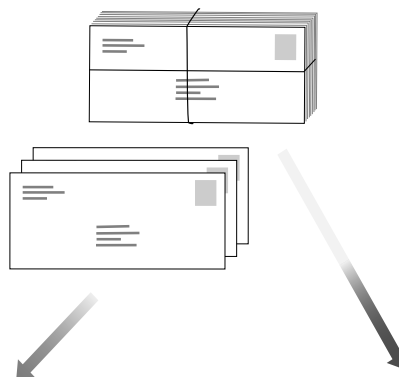
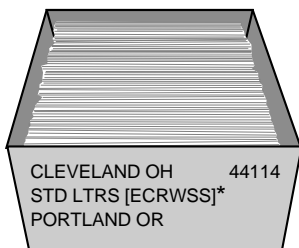


Tray Preparation

Carrier Route Tray

Trays: Full trays only for pieces to same carrier route; smaller quantities not permitted; packaging not required.

Labels: Use 5-digit destination for Line 1. For Line 2, use "STD LTRS" (M620) and "ECRWSS"* along with carrier route type and number.



5-Digit Carrier Routes Tray

Trays: No minimum number of carrier route packages for same 5-digit area. Separator cards (in full trays) or banding material may be used to separate carrier route groups.

Labels: Use 5-digit destination for Line 1. For Line 2, use "STD LTRS" (M620) and "CR-RTS."



*Use "ECRWSS" for Saturation, "ECRWSH" for High Density, and "ECRLOT" for Basic Carrier Route.

Standard Mail (A)

Enhanced Carrier Route—Flats and Parcels

643

Quick Service
Guide

Related QSGs: 010, 012, 050, 750

Eligibility Overview (E632)	Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must fit within same processing category. Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates.	
Rates and Fees (R600)	For pieces 0.2066 lb. (3.3062 oz.) or less:	For pieces more than 0.2066 lb. (3.3062 oz.):
	Basic Carrier Route \$0.155 High Density* 0.147 Saturation** 0.137	Basic Carrier Route \$0.018 High Density* 0.010 Saturation** 0.000 PLUS Per pound rate 0.663
	*125-piece minimum per route. **Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (E632.1)). Annual \$85.00 presort mailing fee (E612.4.7). Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF), SCF, or delivery unit.	
Addressing (A930, A950)	Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate. Carrier route information updated using CASS-certified process within 90 days before mailing.	
Characteristics and Content (C600)	Maximum weight: less than 16 ounces.	
	Dimensions: Nonletters and Flats: ■ Minimum: more than 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick. ■ Maximum: 11-3/4 inches high, 14 inches long, and 0.75 inch thick. (Merchandise samples exceeding these	dimensions available at Carrier Route rate if detached address labels are used that do not exceed these dimensions.) Parcels: ■ See C050 or Quick Service Guide 050.
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.	
Mail Preparation and Sortation (M620)	Marking on each qualifying piece: Basic, High Density, and Saturation rate pieces must be marked "Bulk Rate" (or "Blk. Rt.") and "ECRLOT," "ECRWSH," or "ECRWSS," respectively, in the correct optional endorsement line under M013, or in correct carrier route information line under M014. Mailings consisting of packages claimed at more than one Enhanced Carrier Route rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not bear the "ECRLOT," "ECRWSH," or "ECRWSS" marking unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under P600.	
	Documentation: ■ Postage statement: Form 3602-P (meter or precanceled stamp) or Form 3602-R (permit imprint). ■ Documentation is required if correct rate not affixed to each piece and pieces not separated by rate when presented for acceptance or each piece is not of identical weight; documentation generated by PAVE-certified software (or printed in standardized format). ■ Additional documentation to support density standards (M050). Basic rate mail must be in line-of-travel (LOT) sequence (M050.3.4) or may be in walk sequence. High Density (WSH) and Saturation (WSS) rate mail must be in walk sequence (M050). Palletization is permitted and preferred (M040). Sack label (Line 2) must indicate: "ECRLOT," "ECRWSH," "ECRWSS," or "CR-RTS," as applicable.	
Postage and Payment Methods (P600)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.	
Special Services (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).	

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

Package Preparation

Saturation

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages; fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be presented in walk-sequence order (M050) and meet saturation standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M014).

Rate: Saturation



High Density

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Mail must be presented in walk-sequence order (M050) and meet density standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M014).

Rate: High Density



Basic Carrier Route

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Mail must be presented in line-of-travel or walk sequence (M050).

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M014).

Rate: Basic Carrier Route



Sack Preparation

Carrier Route Sack

Sacks: Required at 125 pieces or 15 pounds. Palletization of packages is permitted and preferred.

Labels: Use 5-digit destination for Line 1. For Line 2, use "STD" and "FLTS" or "3C IRREG" (M620), as applicable, and "ECRWSS"* along with carrier route type and number.



5-Digit Carrier Routes Sack

Sacks: No minimum number of carrier route packages for same 5-digit area. Palletization of packages is permitted and preferred.

Labels: Use 5-digit destination for Line 1. For Line 2, use "STD" and "FLTS" or "3C IRREG" (M620), as applicable, and "CR-RTS."



*Use "ECRWSS" for Saturation, "ECRWSH" for High Density, and "ECRLOT" for Basic Carrier Route.

Standard Mail (A)

Enhanced Carrier Route—Automation Letters

Related QSGs: 010, 012, 750, 810, 811

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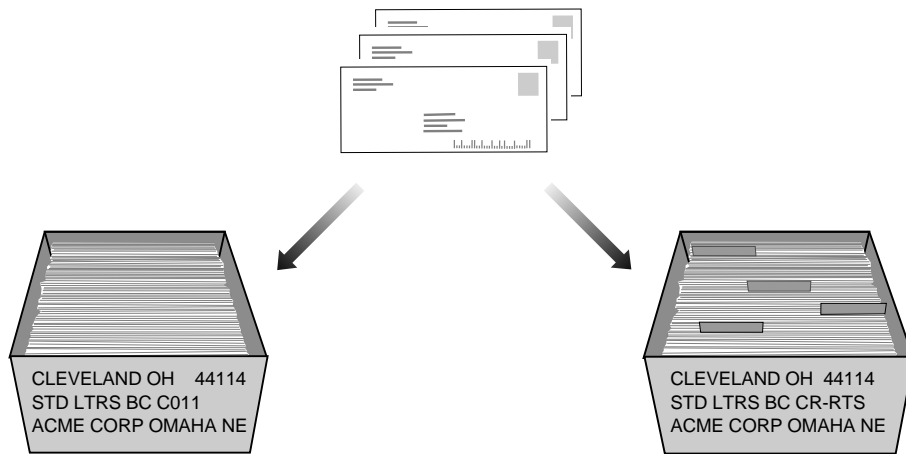
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Eligibility Overview (E641)	Mailings of 200 or more addressed pieces 100% delivery point barcoded (C840), and sorted and marked as described below. All pieces must be automation-compatible (C810). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates.
Rates and Fees (R600)	Automation Basic \$0.146 Annual \$85.00 presort mailing fee (E612.4.7). Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF), SCF, or delivery unit for carrier route rate. Rates limited to 5-digit ZIP Codes identified in the City/State File.
Addressing (A800, A950)	Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 6 months before mailing. Carrier route information updated using CASS-certified process within 90 days before mailing.
Characteristics and Content (C810, C840)	Maximum weight: 3.3062 ounces (pieces over 3 ounces must meet additional standards in C840.2). Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2). Dimensions: <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>.■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick. Effective January 1, 1997, all letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.
Mail Preparation and Sortation (M810)	Marking on each piece: "Bulk Rate" (or "Blk. Rt.") and "AUTOOCR." Documentation: <ul style="list-style-type: none">■ Postage statement: Form 3602-P (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.■ Address, barcode (A950), and CRIS accuracy (A930): Form 3553.■ Supporting documentation: required if correct rate not affixed to each piece and pieces not separated by rate when presented for acceptance, or each piece is not of identical weight; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used). Trays on pallets (M040) are permitted and preferred. Tray label (Line 2) must indicate contents are barcoded: "BC." Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Barcoded tray labels required; effective January 1, 1997.
Postage and Payment Methods (P600)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.
Special Services (S900)	May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted.

**Carrier Route Tray**

Trays: Full trays only for pieces to same carrier route; packaging not permitted. Postcard-size pieces must be banded. Less-than-full or overflow trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Automation Basic

5-Digit Carrier Routes Tray

Trays: After all full carrier route trays prepared, remaining carrier route pieces (10 or more per route) must be grouped (using separator cards) and placed in 5-digit carrier routes trays (no minimum number of pieces per tray).

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Automation Basic

Carrier Route rates limited to 5-digit ZIP Codes identified in the City/State File.
Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays.

Standard Mail (A) Nonprofit—Eligibility

Related QSGs: 630, 631, 632, 633, 640, 641, 642, 643, 644

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Quick Service
Guide

Eligibility Overview (E670)

Only organizations that meet specific standards of a qualified nonprofit organization or political committee (E670) and that have received specific authorization from the USPS may mail eligible matter at the Nonprofit Standard Mail rates. Except for mailings deposited under the plant-verified drop shipment program (P750), a separate authorization is required at each post office where Nonprofit rate mailings are deposited. Pieces mailed at the Nonprofit Standard Mail rates must meet the general standards for Standard Mail (A) (E612) and the standards specific to any other discount or rate claimed.

Authorized organization: organization is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual. Types of organizations that may qualify (E670): religious, educational, scientific, philanthropic, agricultural, labor, veterans', fraternal, voting registration officials, and national and state political committees.

Ineligible nonprofit organizations: service, social, and hobby clubs; citizens' and civic improvement associations; state, county, and municipal governments generally not eligible.

Restrictions: Nonprofit rates not permitted for mailing promotional material for credit cards, insurance policies, and travel programs. Authorized organizations may not let any other person or organization use their authorizations to mail at Nonprofit Standard Mail rates.

Cooperative mailings: mailable at Nonprofit Standard Mail rates only if each cooperating organization is individually authorized to mail at Nonprofit Standard Mail rates where the mailing is deposited.

Authorizations: Form 3624 required at post office where mail deposited; Form 3623 required for each additional mailing office.

Rates and Fees (R600)

Nonprofit Standard Mail

■ Letter-size minimum per piece

Nonautomation

Basic \$0.132

3/5 0.114

Automation

Basic \$0.099

3-Digit 0.095

5-Digit 0.082

■ Nonletter-size minimum per piece

Nonautomation

Basic \$0.195

3/5 0.149

Automation

Basic \$0.171

3/5 0.125

Nonprofit Enhanced Carrier Route

■ Letter-size minimum per piece

Nonautomation

Basic \$0.087

High Density 0.081

Saturation 0.075

Automation

Basic \$0.079

■ Nonletter-size minimum per piece

Basic \$0.107

High Density 0.100

Saturation 0.094

Other rates and discounts available. Annual bulk mailing fee \$85.00. Destination rate eligibility: standards in E651.

Addressing (A010)

Name and return address on outside of mailpiece; pseudonyms or bogus names of persons or organizations prohibited (E670.6).

Characteristics and Content (C600)

Same as Standard Mail (A) generally; some restrictions on promotional material (E670).

Mail Preparation and Sortation (M600)

Marking: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").

Postage statement: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.

Identification: name of authorized nonprofit organization.

Postage and Payment Methods (P600)

Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.

Special Services (S900)

May not use registry, insurance, special delivery, special handling, certified, return receipt for merchandise, and COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

No mail preparation graphic.